

In this module we will look at all things related to your pay and leave. Every organization has different names for essentially the same thing. For example, what a lot of private companies may call your pay stub, the government calls your leave and earnings statement. The following is a list of some commonly used private sector terms and their government counterparts. We've already mentioned leave and earnings statements. Vacation days are referred to as annual leave. Sick days are called sick leave. What a lot of the private sector calls a 401K, the government calls the thrift savings plan. And finally, your time sheet or time keeping mechanism in BLM is an online tool called quick time. Hopefully that helps with some of the jargon. As we go through this module, first, we'll look at the federal pay scale. Next, we'll look at the most commonly used types of leave. Following that, we'll provide tutorials on how to use the quick time online tool to report your time worked as well as leave taken, read your biweekly leave and earnings statement, and that is also available on line, and use the government's online HR system known as employee express to make changes to things like your contact information, your employee benefits selection, and various other HR functions.